



LOS ANGELES COUNTY

WIA Adult, Dislocated Worker, and Youth Programs

DIRECTIVE

Number: WIAADM D-10-01

Subject: 90+ DAY INACTIVITY- JOB TRAINING
AUTOMATION SYSTEM (JTA) CLIENT ACTION REPORT

Date: January 11, 2010

Effective Date: Immediately

Page 1 of 2

TO: WIA ADULT, DISLOCATED WORKER, AND YOUTH CONTRACTORS

This directive provides contract agencies with guidance for producing and reviewing the Job Training Automation (JTA) system Client Action Report (CAR). The CAR identifies registered WIA participants that have or are approaching 90 consecutive days of inactivity.

Reference

- TEGL 07-99, Subject: Core and Customer Satisfaction Performance Measures for the Workforce Investment System
- JTA Client Forms Handbook

Policy and Procedure

WIA service providers should soft exit all participants who have not received a WIA-funded service for 90 consecutive days and who are not scheduled to receive future services (other than follow-up services). The soft exit code is 17 and the soft exit date should be equivalent to the end date of the participant's last activity.

There are two exceptions to this rule:

1. A participant expects a 90+ day gap in service because of training delays.
2. A participant expects a 90+ day gap in service because of health or medical reasons.

In these instances, service providers may use activity codes 83 or 86 to show a delay in training or a gap in service for health or medical reasons, respectively. In both cases, clearly document the reason for inactivity in the case record.

Enter the proper activity code on the enrollment screen to prevent cases from reaching 90+ days of inactivity or from being automatically State exited.

Effective immediately, all WorkSource Centers are to run the CAR from JTA on the 1st working day of each month to identify cases that have or are approaching 90 days of inactivity.

Cases that are approaching 90 days of inactivity should be evaluated for assignment to other activities or exited before they reach the 90-day inactivity mark. Cases with more than 90 days of inactivity require immediate corrective action. Failure to comply with this policy will result in a monitoring finding based on a violation of the County, State, and federal requirement.

Produce the CAR as follows:

1. Type PWCAR in the JTA main menu
2. In the field, Report begin date, enter month, day, and year <MO/DD/YEAR>
3. In the field, Report end date, enter month, day, and year <MO/DD/YEAR>
4. In the field, Grant Codes, enter <%> to select all grant codes
5. In the field, Agency Code, enter your respective agency code
6. In the field, Soft Exit Due, enter <Y>
7. Press F5 to name your report
8. Press F5 again to run the report

If you have any questions about this directive, please contact Sara Lee Dato, Administrative Services Manager III, at (213) 738-2765, or at the JTA MIS support at wiajtatechsupport@css.lacounty.gov.



Josie Marquez, Executive Director
Workforce Investment Board